



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

Name of Administrative Staff: **CHRISTAN MIKHAEL D. RESTOR**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.84	70%	3.39
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
<b>TOTAL NUMERICAL RATING</b>			<b>4.84</b>

TOTAL NUMERICAL RATING: **4.84**  
Add: Additional Approved Points, if any: **0**  
TOTAL NUMERICAL RATING: **4.84**  
FINAL NUMERICAL RATING: **4.84**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

**CHRISTAN MIKHAEL D. RESTOR**  
Name of Staff

Reviewed by:

**MIRIAM M. DE LA TORRE**  
Department/Office Head

Recommending Approval:

**NA**  
Dean/Director

Approved:

**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, CHRISTAN MIKHAEL D. RESTOR, of the Registrar's Office commits to deliver and agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period Jul-Dec 2023

CHRISTAN MIKHAEL D. RESTOR

Ratee 1/22/24

Approved:

MIRIAM M. DE LA TORRE  
OIC, University Registrar

MFO/PAPs		SUCCESS INDICATORS	TASKS ASSIGNED	TARGET	ACTUAL ACCOMPLISHMENT	RATING				REMARKS
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
MFO 1. Registration and Graduation Services	1	PI 1: Percentage of students officially enrolled and registered	Prepares Schedule of Classes (Undergraduate and graduate courses)	100%	100%	5	5	5	5	
			> Encodes new subjects, descriptive title, etc. to Foxbase (Class scheduling system)							
			> Encodes new subjects, descriptive title, etc. to Cumulus (Enrollment system)							
			> Process class schedule							
			> Updates the returned class schedule with correction							
			> Processed and finalized the class schedule							
			> Encodes class schedules, class size, etc. to Cumulus (enrollment system)							
			> Checks & reviews the encoded schedules by block and by department							
	2		Encoding of subjects students enrolled	100%	100% (2,975)	5	5	5	5	
	3		Updates and monitors class size by section during registration	100%	100% (2,784)	5	4	4	4.33	
	4		Prints COR of students	100%	100% (1,801)	5	5	5	5	
	5		Prepares statistical reports of enrollment daily for updating	100%	100%	5	5	5	5	
	6		Prepares the enrolment list of students in PDF and MS Excel format	100%	100%	5	5	5	5	
	7		Prepares & encodes assignment of permanent academic advisers for new students	100%	100%	5	5	4	4.67	
	8		Troubleshoot student, teacher and department portal	100%	100%	5	5	5	5	
	8		Troubleshoot student records management system	100%	100%	5	4	5	4.67	



MFO/PAPs		SUCCESS INDICATORS	TASKS ASSIGNED	TARGET	ACTUAL ACCOMPLISHMENT	RATING				REMARKS
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	9	<b>PI 2: Percentage of academic scholarships and curricular changes facilitated and enforced</b>	<b>Updates scholars GPA and total units enrolled by term as provided by USSO.</b>	80%	90%	5	5	5	5	
<b>MFO 2. Evaluation and Authentication Services</b> <b>MFO 4. Administrative and Facilitative Services</b>	10	<b>PI 1:</b> Percentage of scholastic records/credits checked, evaluated, verified, signed and released	<b>Prepares list of student with scholastic delinquency</b>	40%	50%	5	4	4	4.33	
			> Extracts data from SRMS for conversion to FoxBase							
			> Processed the data and generates the list with scholastic deficiencies to course evaluators for checking/guide/reference							
	12	<b>PI 3:</b> Number of documents acted upon	<b>CHED On Line submission of reports using the CHECKS program</b>	100%	100%	5	5	5	5	
			> Report of inventory of laboratory units actually enrolled by curricular program & major discipline							
			> Reports of actual inventory of lecture units enrolled by curricular program & major discipline							
			> Report on enrolment data by curricular program & major discipline for the last 3 school years & current semester							
			> A report on list of graduates by degree program, major discipline for the last 4 years.							
	13		<b>DBM Required Reports:</b>	100%	100%	5	5	5	5	
			> Report on projected enrolment of all courses for the last 3 academic years							
			> Report on projected total units enrolment by degree program for 3 academic years							
			> Consolidates report on FTE of main & external campus							
			> Report on unweighted and weighted enrolment by program level, sex and discipline							
	14		<b>Prepares &amp; accomplish report of foreign students to CHED,NBI,NICA &amp; BI</b>	100%	100%	5	5	5	5	
	15		<b>Assists faculty and staff needed services</b>	100%	100%	5	5	5	5	
			> ID printing for faculty and staff							
			> Additional instructors from different departments							

MFO/PAPs		SUCCESS INDICATORS	TASKS ASSIGNED	TARGET	ACTUAL ACCOMPLISHMENT	RATING				REMARKS
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	16		Assists students conducting research required in their classes/degree. Emails and other inquiries	100%	100%	5	5	4	4.67	
	17		Assists clients from emails, phone calls and walk-in	100%	100%	5	5	4	4.67	
	<b>Total Over-all Rating</b>					85	82	80	82	
						5.00	4.82	4.71	4.84	
Average Rating (Total Over-all rating divided by 4)				<b>4.84</b>	Comments & Recommendations for Development Purpose:  The Registrar's staff should be allowed and be given a chance to attend seminars on topics that are related to the nature of her duties and responsibilities.					
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING				<b>4.84</b>						
ADJECTIVAL RATING										
Evaluated and Rated by:			Recommending Approval:		Recommending Apprc					
MIRIAM M. DE LA TORRE			NA		BEATRIZ S. BELONIAS					
OIC, University Registrar			Dean/Director		Vice President for Academic Affairs					
Date: <u>1/22/24</u>			Date: <u>1/25/24</u>		Date: <u>1/25/24</u>					

1 – Quality    2 – Efficiency

3 – Timeliness

4 – Average





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **JULY – DECEMBER 2023**

Name of Staff: **CHRISTAN MIKHAEL D. RESTOR**

Position: **ADMIN. ASSISTANT II**

**Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.**

Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job requirements
3	Satisfactory	The performance meets job requirements
2	Fair	The performance needs some development to meet job requirements.
1	Poor	The staff fails to meet job requirements

A. Commitment (both for subordinates and supervisors)		Scale				
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	5	4	3	2	1
2.	Makes self-available to clients even beyond official time	5	4	3	2	1
3.	Submits urgent non-routine reports required by higher offices/agencies such as CHED, DBM, CSC, DOST, NEDA, PASUC and similar regulatory agencies within specified time by rendering overtime work even without overtime pay	5	4	3	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	4	3	2	1
5.	Commits himself/herself to help attain the targets of his/her office by assisting co-employees who fail to perform all assigned tasks	5	4	3	2	1
6.	Regularly reports to work on time, logs in upon arrival, secures pass slip when going out on personal matters and logs out upon departure from work.	5	4	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	5	4	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	5	4	3	2	1
9.	Accepts additional tasks assigned by the head or by higher offices even if the assignment is not related to his position but critical towards the attainment of the functions of the university	5	4	3	2	1
10.	Maximizes office hours during lean periods by performing non-routine functions the outputs of which results as a best practice that further increase effectiveness of the office or satisfaction of clientele	5	4	3	2	1
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	4	3	2	1
12.	Willing to be trained and developed	5	4	3	2	1
Total Score		58/12 = 4.83				



B. Leadership & Management (For supervisors only to be rated by higher supervisor)		Scale				
1.	Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors	5	4	3	2	1
2.	Visionary and creative to draw strategic and specific plans and targets of the office/department aligned to that of the overall plans of the university.	5	4	3	2	1
3.	Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients.	5	4	3	2	1
4.	Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	4	3	2	1
5.	Demonstrates, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainment of the calibrated targets of the unit	5	4	3	2	1
Total Score						
Average Score						

Overall recommendation : \_\_\_\_\_

  
**MIRIAM M. DE LA TORRE**  
 Printed Name and Signature  
 Head of Office